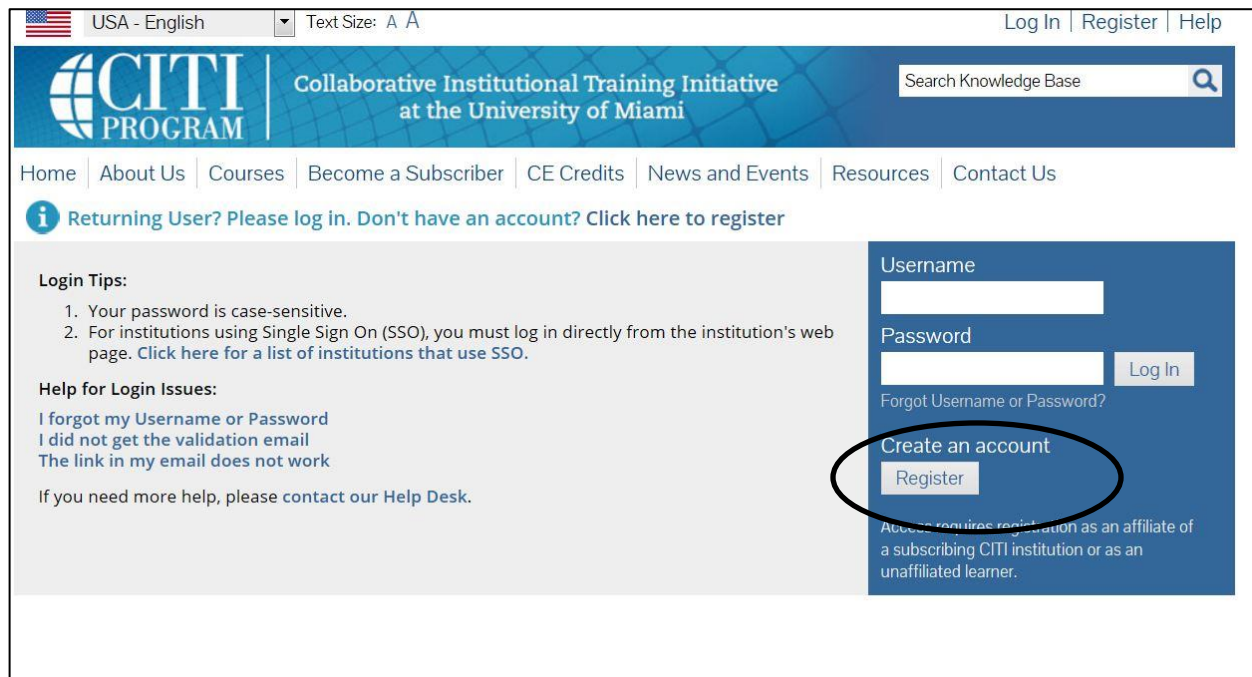
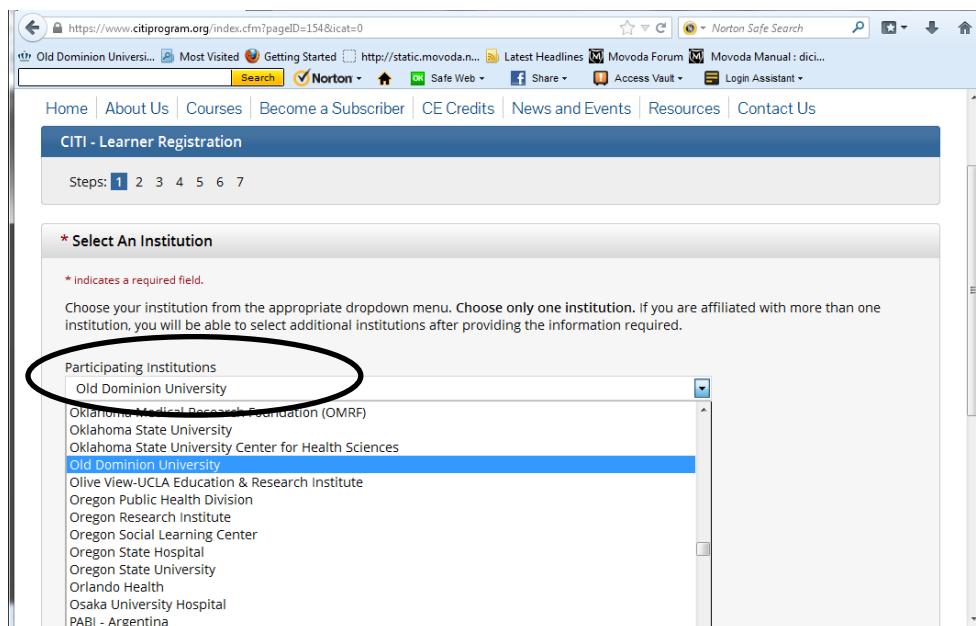


1. Log-in to your CITI account ([www.citiprogram.org](http://www.citiprogram.org)) or create a new account if you don't have one and affiliate with ODU. If CITI training was completed previously through another institution, just add ODU as an affiliated institution and the Office of Research will be able to access your records.



2. On the following screen, you will be able to select ODU as your institution and begin to create your account details.
  - a. Select Old Dominion University from the drop down list of Participating Institutions. This step ensures that the proper information will be on the certificate you print at the end of the course and that ODU will be able to track your completion.
  - b. On the screens that follow:
    - i. Enter your name
    - ii. Enter your e-mail address (and secondary address, if desired). Make sure this is an address you check on a regular basis.
    - iii. Create a Username and Password
    - iv. Create your Security Question
    - v. Answer demographic questions (optional)
    - vi. Answer "NO" for Continuing Education Units



3. The following screen will prompt you to complete your profile information. The only information required is marked by asterisks. You will need to enter the following:

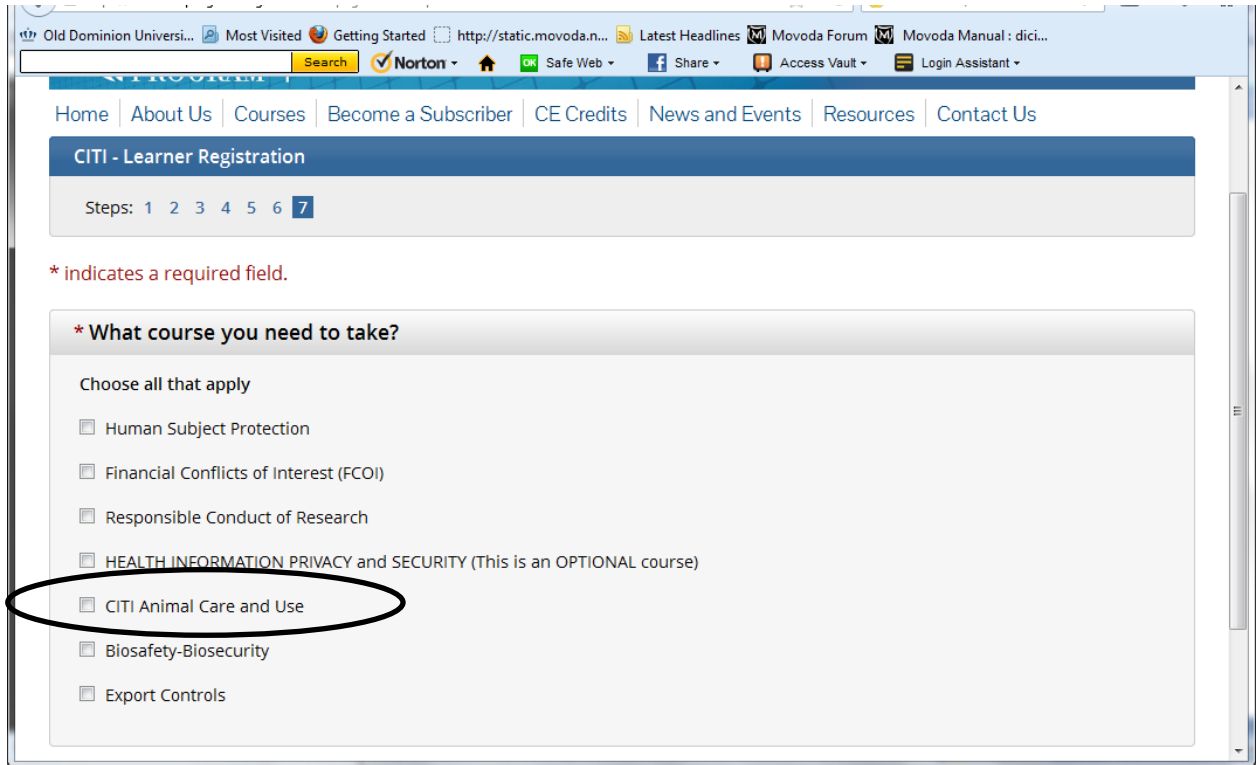
- a. Institutional e-mail address
- b. College
- c. Department
- d. Role in research
- e. UIN (enter 12345678 if you don't have an UIN number)

The screenshot shows a web browser window with the URL <https://www.citiprogram.org/index.cfm?pageID=158&icat=3&ac=1>. The page title is "CITI - Learner Registration" and it is part of a 7-step process, with step 6 currently active. The form prompts the user to "Please provide the following information requested by Old Dominion University". A legend indicates that an asterisk (\*) denotes a required field. The form includes the following fields: Language Preference (dropdown), Institutional email address (text input, marked with an asterisk), Gender (dropdown), Highest degree (dropdown), and College (dropdown, marked with an asterisk).

4. Registered users from other universities can just add ODU to their account by clicking "affiliate with another institution"



5. The next page allows you to select your curriculum. Options for multiple courses exist. You only need to select “CITI Animal Care and Use” at this time. If at a later date you need to complete one of the other training courses, you can modify your profile by clicking “[Add a course or update your learner groups](#) for *Old Dominion University*” from the main menu.



6. You can add multiple modules to your account one at a time. All researchers and their personnel must complete the module called “Working with the IACUC for Investigators, Students, & Staff”. In addition, you must complete all species specific modules as related to the protocol.

Select Curriculum - Old Dominion University

\* indicates a required field.

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### Laboratory Animal Welfare

Do you conduct studies that use Lab animals?

- If YES, then you must complete the Basic course and the appropriate species specific modules.
- If you are an IACUC Member you should complete the "Essentials for IACUC Members".
- Choose the appropriate species specific electives according to your research interests.

Choose the appropriate species specific electives depending on your work or interests.

"Working with the IACUC Course" is required if you plan to use lab animals in your work.

IACUC Community Member

Antibody Production

If you are an IACUC Member you are required to complete the "Essentials for IACUC Members" course now.

[Post-Procedure Care of Mice and Rats in Research: Minimizing Pain and Distress](#)

[I work with Mice, Family: Muridae Cricetidae](#)

[Working with Rats in Research Settings](#)

[I work with Frogs, Toads or other Amphibians](#)

[I work with Hamsters, Family: Muridae](#)

[I work with Guinea Pigs](#)

[I work with Rabbits, Family: Leporidae](#)

[I work with Swine](#)

[Working with Fish](#)

[Working with Zebrafish](#)

[Wildlife Research](#)

[Working With Animals In Biomedical Research - Refresher Course](#)

[Next](#) [Skip Quiz](#)

- Your final selection screen will ask you if you want to register with another institution. Select "Finalize Registration" and continue.
- You have now been returned to the Main Menu page and your course(s) should be available. To begin the course(s), click on "Old Dominion University Courses" and then click on the IACUC course you want to enter.

Main Menu | My Profiles | CE Credit Status | My Reports | Support | Admin

Main Menu

▶ CITI - Biosafety Demonstration Course Courses

▼ Old Dominion University Courses

Course	Status	Completion Report	Survey
IACUC Community Member	Not Started	Not Earned	
<a href="#">Reducing Pain and Distress in Laboratory Mice and Rats</a>	Not Started	Not Earned	
<a href="#">Wildlife Research</a>	Not Started	Not Earned	
<a href="#">Working With Fish in Research Settings</a>	Not Started	Not Earned	
<a href="#">Working With Zebrafish (Danio rerio) in Research Settings</a>	Not Started	Not Earned	

[My Learner Tools for Old Dominion University](#)

9. CITI will automatically send the Office of Research a completion report when each course has been completed and you will be able to print a completion certificate for your records. If CITI training was completed previously through another institution, just add ODU as an affiliated institution and the Office of Research will be able to access your records. You can log-in & out of the training at your leisure. You do not have to complete it in one sitting. Once you complete the CITI training, please complete the "Qualifications for Working with Animals" form.